

Profile of Announced Position

The announced position **Associate Professor, 3th position**, included on the payroll of the **Environmental Sciences Department** of the **Faculty of Sciences and Arts** of the Sapientia University in Cluj Napoca consists of the following activities within a 40-hour weekly, respectively 1640-hour annual programme:

- **Compulsory teaching obligation** of 8 hours of direct contact weekly,
- **Complementary activity in addition to the compulsory teaching obligation** of 10 hours/week, consisting of periodical and semestral evaluation, directions for professional apprentice training, guidance for diploma works and thesis writing, consultations, student guidance/ tutorship, leading of scientific student circles,
- **Compulsory research obligation** of 15 hours/week,
- **Further professional and methodology training** 6 hours/week,
- **Activity for the benefit of the department, the faculty or the university.**

Schedule: the position does not have a fixed schedule, the organisation of the weekly activities, respectively the elaboration of the personal programme within the framework of the weekly 40 hours depend on the semestral time-table of the students.

Subordination and co-operation: the fulfiller of the position is the subordinate of the head of department and co-operates with the colleagues working within the department and the faculty.

Tasks and responsibilities:

- Elaboration and planning of the activity during teaching classes and practical training (the programming of one's own teaching activity);
- Organisation and accomplishment of the teaching activity in conformity with the time-table;
- Elaboration of teaching materials;
- Drawing up and application of student evaluation instruments;
- Making use of optimal means of communication with students;
- Student training guidance: consultations;
- Guidance with study conclusion papers and theses;
- Participation in methodology further training activities in one's own field;
- Organisation of scientific research within the department and participation therein;
- Participation at national and international scientific events;
- Publishing of at least one teaching and/or scientific publication each year;
- Special duties within the department community (librarianship responsibilities, connections with the economic and social sphere, connections with schools etc.)

The monthly remuneration in the form of salary totals and amount of RON 2875